

Safe Work Method Statement

Filtration of bulk fuel stock

Registered Office Location:		Task Description: Filtration	Name: _____ Date: _____	
Site/Contact:			Position: _____	
Phone No:			Signature : _____	
No.	Method :	Potential Hazards :	Control Measures :	
1	Admix biocides to tank prior to filtration	Spill	Exercise caution, spill containment kits carried in all vehiles	
2	Set up filtration unit & barricade area	Traffic flow	Redirect flow, use of signage, traffic controller person.	
3	Set up & secure power source & cords	Electricity, Traffic Flow	Use of electrical breaker on all cords, as above	
4	Open hatch of tank	Public disturbance, intruding	Barricade area, one person on “lookout”	
5	Set up & secure all hoses tank to pump	Incorrect fittings	Exercise caution and take time	
6	Set up & secure all hoses through filtration unit	Incorrect fittings	Exercise caution and take time	
7	Set up & secure all hoses through control module	Incorrect fittings	Exercise caution and take time	
8	Set up & secure all hoses into hatch of tank	Incorrect fittings	Exercise caution and take time	
9	Check all valves and seals	Incorrect fittings	Exercise caution and take time	
10	Run start up procedure	Spills	Testing and measuring procedure	
11	Filter fuel stock through filtration apparatus	Spills	Stand by spill containment kits, check fuel pressures and monitor	

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No.	Method :	Potential Hazards :	Control Measures :
12	Filtration will continue over a period of days		Monitored daily by Premo Fuel Maintenance
13	Shut down filtration unit		
14	Remove all hoses	Spills	Spill containment kits
15	Remove all power leads	Electricity, Traffic flow	Use of electrical breaker on all cords, as above
16	Remove filtration equipment	Spills	Spill containment kits
17	Lock down hatch and secure tank	Public disturbance, intruding	Barricade area, one person on "lookout"
18	Leave site in condition as found	Public disturbance, intruding	Barricade area, one person on "lookout"